

## **ECUA's Online Job Application Process**

### **Creating Your Account and Getting Your Application Ready:**

To create your personal account, you will be asked to select a *Username & Password* and provide an email address.

**Tip:** Your username must be unique. Choose a Username that you can easily remember. You may use letters and numbers and the underscore "\_". *Example john\_doe25*

**Tip:** Password must contain at least one letter (any case)  
Password must contain at least one number  
Password must contain at least one special character  
Password must be at least 8 characters long

- The email address you use cannot be used by other applicants. (It is important to write down your user name, password and email address for later reference. ECUA is not able to retrieve this information for you in the event you do not remember.)
- The application you create can be saved and used to apply for numerous job openings, however, you must apply for each job, each time you want to be considered.
- Your application should include ALL the education and experience you have, especially any that relates to the job you selected, starting with your most current job. When you acquire new skills, education, or experience, please remember to update your application before submitting it for consideration.
- Online applications are stored on a secure site. Only authorized employees and hiring authorities have access to the information submitted.

### **Submitting Your Completed & Accurate Application:**

- Go to the ECUA website [www.ecua.fl.gov](http://www.ecua.fl.gov),
- Click on "Employment" at the top of the page near the right side, then
- Click on the "Current Job Opportunities" icon.
- All open jobs will be listed, click on the "Job Title" in which you are interested, and then click the "Apply" button.
- Using your "User Name and Password", login to your account.
- If you have more than one stored application, select the application you want to submit, and click "Select Application and Continue".
- Answer the Agency Wide questions and click on "Save & Proceed".
- Answer the Supplemental Questions and click on "Save & Proceed".
- Review your application information for accuracy, and edit if necessary.
- Click on "Confirm Application" button.
- Read the Certification Statement and click on "Accept" to submit your application. If you Decline, your application will not be submitted for consideration.

### **Please Note:**

- You are required to answer a series of job specific "Supplemental Questions". Once your application has been submitted with your answers to the Supplemental Questions, the answers will be electronically reviewed and scored. *Your answers determine your score.*
- Only applications that meet or exceed the minimum requirements and minimum score for preferred experience/knowledge/skills/ or abilities may progress to the next step of the process.
- Once your application has been submitted, you will not have access or ability to modify your information. *Read carefully and answer accordingly.*
- Incomplete applications may be rejected.
- You will receive an automatic confirmation advising your application has been received. If you do not receive the confirmation, please follow the steps above and try again. If you are still having trouble please contact the Human Resources department for assistance.